

NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that Thomas Henshaw, Manager of the Township of Lakewood, County of Ocean and State of New Jersey will, on Tuesday, February 23, 2016 at 10:00am In the Township of Lakewood Municipal Building, 231 Third Street, Room A Lakewood, N.J., receive Requests for Proposal for the Consulting Services for the Lakewood Township No Net Loss Grant, through the Fair and Open process and In accordance with N.J.S.A. 19:44A-20.5 et seq., for the following:

Consulting Services for a No Net Loss Program

There are no Bid or Performance Bond requirements for this RFP.

Bidders are required to comply with:

- 1) Affirmative Action Regulations requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27;
- 2) P.L. 2004, c. 57 which amends and supplements the business registration provisions of N.J.S.A. 52:32-44.

Required bidder information can be found in the bid documents, which are available on the Township website, <http://www.lakewoodnj.gov/>, or pick-up Monday through Friday 9:30 a.m. to 4:45 p.m., excluding holidays, in the Manager's Office. Any additional information may be obtained from the Manager's Office by calling 732-364 2500 x5200.

By order of

Thomas Henshaw, Township Manager

Township of Lakewood No Net Loss RFP

Project Description

Lakewood Township has executed an agreement to facilitate the implementation of a No Net Loss (NNL) program administered by the New Jersey DEP Division of Parks & Forestry, State Forest Service. In short, this program provides funding to localities where the removal of forested areas has occurred in conjunction with highway and related governmental infrastructure projects.

The State Program funding covers all costs for this construction as well as soft costs for design and contract administration.

The Phase 1 grant was for \$972,000.00, and requires the planting of 3,240 trees.

The Phase 2 grant was for \$3,783,800.00 and requires the planting of 12,546 trees.

This requires the planting of a total of 15,786 trees.

The following planting sites have been initially considered, but the final list must be approved by the Division of Parks & Forestry, State Forest Service;

- Township Park's & All Properties.
- Township Public School Areas.
- County Park's & All County Properties and Roads.
- New Jersey State Roads and Properties.
- Any/All Areas approved by the New Jersey Division of Parks and Forestry.

All proposals shall be based upon a total project budget of approximately \$4.7 Million.

This proposal covers the preparation of preliminary and final design plans, working drawings and specifications, bid phase consulting and construction phase services for at least 2 contracts, including the required two year post-construction monitoring period for each contract.

Qualifications:

Submitting firms should have extensive experience with public contract construction contracts, bidding and contract administration. Respondents should also demonstrate significant experience with large scale tree planting projects, including the successful implementation of other NNL projects. At a minimum, firms must demonstrate the execution of at least one No Net Loss project in excess of \$1,000,000.00 to be considered for the referenced project.

Firms must document qualifications of project team members and must include one of the following: NJ Licensed Landscape Architect, Certified Tree Expert, or NJDEP Approved Forester.



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Scope of Work

The consultant shall be responsible for providing the following required services:

Design Phase

1. The consultant shall be responsible for coordinating with township staff and identified stakeholders to guide the decision-making regarding potential sites for inclusion.
2. Coordination with DEP staff throughout the project.
3. Digital base maps must be prepared for each of the identified sites.
4. The consultant shall prepare detailed preliminary planting plans for each of the identified sites for submission to the applicable State, County, and Township stakeholders for review and comment.
 - o These plans must conform to the applicable No Net Loss legislation, regulations and grant agreement requirements. A minimum of 2 meetings plus one site visit per facility are included in this phase.
5. The consultant shall prepare Final planting plans for each of the identified sites for re-submission and approval from the applicable State, County, and Township stakeholders. All work will be designed in accordance with the No Net Loss legislation, regulations and grant agreement requirements.
 - o Two meetings are included in this phase.
6. The consultant shall prepare construction plans and technical specifications of the improvements as illustrated on the Final Planting Plans above for at least 2 separate construction/planting contracts. Plans to be provided shall include, but are not limited to, the following:
 - i. Title Sheets
 - ii. Landscaping Plans for Each Site
 - iii. Construction Details
 - iv. Planting Notes
 - v. Replacement Requirements
 - vi. Maintenance Provisions
7. Construction Plans and Specifications shall be designed in accordance with the No Net Loss legislation, regulations and grant agreement requirements.
8. This proposal includes the coordination required to obtain approval of the plans and specifications from the funding agency, the NJDEP Division of Parks & Forestry, State Forest Service.

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9. Because of the nature of this tree planting project, it is assumed that additional permits will not be required for the project. The consultant will contact the following agencies to determine if any permits or approvals are required.

- i. County Soil District
- ii. Planning Board Informal review
- iii. County Planning Board approval

10. This phase includes contacting the above agencies, and if necessary submitting plans and a written correspondence identifying the project. If any actual permit applications or approvals are required, a separate proposal can be prepared for those services. Application and escrow fees for the above are not included and are the responsibility of the Client.

11. The consultant shall prepare an itemized, detailed cost estimate for all proposed improvements as identified on the plans for all of the various planting sites for each contract.

Bid and Construction Phase Services

12. The consultant shall provide Bid and Construction Phase Services to ensure that the landscape plantings and associated improvements are constructed consistent with the design intent of the working drawings and specifications as well as the requirements of the No Net Loss legislation, regulations and grant agreement requirements.

13. The consultant shall provide the all bid and construction phase services for at least 2 separate contracts. This proposal assumes that all plantings will be planted in one planting season, each with a 90 day construction period.

- Attend pre bid meeting
- Prepare Addenda as necessary
- Review bids received by Township and provide a written recommendation of award:
- Conduct pre-construction meeting
- Review and approve of landscape submittals and shop drawings
- Conduct periodic construction progress status meetings;
- Prepare responses to Requests for Information
- Review and approve certifications for payment
- Select and pre-tag the trees required for the project at the nurseries, prior to digging

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- Perform regular Construction Observation services for landscape improvements. The scope and fee should be based on a 30 day period for tree sourcing oversight and tagging, and a 90 day construction period.
- Review of field layout of all planting material for the project
- Coordinate with Division of Parks & Forestry, State Forest Service staff for compliance with execution, administration and monitoring.

Post Construction Monitoring Phase Services

Proposals shall include post-construction landscape monitoring as required by the NJ No Net Loss Program requirements, and replanting observation for the 2-year post construction period. This includes:

Provide Year 1 and Year 2 annual inspections as required by NJ No Net Loss Program requirements.

- Provide periodic site visits to determine maintenance status of plantings, and mulched areas.
- Coordination with contractor, County and NJDEP Forestry staff for compliance with execution, administration and monitoring for the 2 year monitoring phase.
- Review and approve certifications for payment.
- Coordinate project closeout.

The consultants fees shall assume the project being designed, bid, and constructed in at least 2 contracts. Fees shall be broken down task between design, bid and construction phase, and post construction services.

The consultants must specify fee type- Lump Sum or Time and materials with not to exceed amount.